



# Alaska Air National Guard Active Guard Reserve (AGR) Position Announcement # **AKANG 16-104**



**\*Dual advertisement with Technician Advertisement F1746864\***

<http://dmva.alaska.gov/employment.htm>

<b>POSITION TITLE:</b> <b>Client Systems Craftsman</b>	<b>AFSC:</b> <b>3DX7X</b>	<b>OPEN DATE:</b> <b>17 AUGUST 2016</b>	<b>CLOSE DATE:</b> <b>2 SEPTEMBER 2016</b>
<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> <b>176<sup>th</sup> Communications Flight, Joint Base Elmendorf Richardson, Alaska</b>		<b>GRADE REQUIREMENT:</b> <b>Minimum: E6      Maximum: E7</b>	
<b>SELECTING SUPERVISOR:</b> <b>MSgt Brandy Thanos</b>	<b>VACANCY:</b> <b>959758</b>	<b>PHYSICAL PROFILE:</b> <b>PULHES – 333233</b>	

## AREAS OF CONSIDERATION

**Area 1 On Board AKANG AGR (MUST HOLD AFSC - Transfer Employment Authorization)**

**\*All applicants MUST meet the grade requirement and physical/medical requirements outlined\***

## MAJOR DUTIES MAY INCLUDE

- Serves as a focal point for ensuring functionality and operability of the assigned IT/data systems/functions, voice and wireless systems
- Provides customer support, assistance, training, and orientation.
- Provides technical assistance to network users so that LAN/WAN and other IT systems operations have few major disruptions
- Proactively interacts with users to ensure proper operation of computer systems, hardware, and software
- Demonstrates processes and provides orientation for new users
- Provides technical hands-on assistance with software installations, hardware configurations, and communication networking
- Provides instructions to customers on accessing data, processing, space utilization efficiencies, and program recovery techniques
- Consults with customers regarding potential system or program upgrades
- Develops and maintains a trouble resolution database
- Administers customer accounts and provides initial orientation to new customers
- Creates and deletes user accounts, assigns and resets passwords
- Records problem reports as they occur to effectively track outages and types of interruptions to service
- Determines customer requirements and assists customers by recognizing and analyzing trends and providing instruction
- Researches, evaluates, and provides feedback on problematic trends and patterns in customer support requirements
- Develops new or modified procedures for the operation of software and configuration management procedures
- Installs upgrades or modifications on customer work stations, and instructs users on new or changed procedures
- Develops computer procedures and tests for possible problems
- Maintains, interprets, and writes portions of operating and user manuals and instructions
- Coordinates between customers, support personnel, and commercial vendors to resolve network, software, and system anomalies
- Assists in administering the base local area network (LAN) and wide area network (WAN) for the installation
- Monitors ongoing operation of network systems to ensure hardware and software are functioning and operational standards are met
- Identifies and resolves network related problems occurring within the assigned area of responsibility
- Responds to customer requests for assistance, ensuring trouble reports are handled expeditiously
- Documents results of the techniques and procedures applied in problem resolution to establish a record of activities for future use

## INITIAL ELIGIBILITY CRITERIA

- SECURITY CLEARANCE – **Top Secret (eligible to obtain)**
- APTITUDE REQUIREMENT - ELECTRICAL – 60/55 and Cyber –Test 60
- STRENGTH APTITUDE – Demonstrated by Weight Lift of 50 lbs
- Normal color vision as defined in AFI 48-123, *Medical Examinations and Standards*
- Must possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, *Vehicle Operations*

## PREFERRED QUALIFICATIONS

- Experience operating a CFP within the AFNET environment
- Knowledge of Standard Desktop Configurations (SDC) process
- Knowledge of Multi-Function Printers (MFP) maintenance
- Supervisory Experience
- Experience using Remedy or other enterprise-level help desk software
- CompTIA A+, Net+ or Security+ certification
- Project Management Institute Certification (PMP or CAPM)
- Experience managing IT Projects to include Training/ Classroom Multimedia, Video Teleconference, IT requirements for new construction and building remodels, and Lifecycle of user equipment on an annual schedule
- Experience in property accountability, asset management, and government purchasing

**\*See page 2 for All Required Documents for Considerations\***

## INSTRUCTIONS FOR APPLICANTS

Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities	Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program	IAW ANGI 36-101 "Initial tours may not exceed 6 years..." AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD
Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required	Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status	An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. <u>Application Package will not be forwarded without statement</u>
AGRs must have 12 months in assigned position or will not be considered for reassignment. <i>IAW ANGI 36-101. Airmen should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement when in the best interest of the unit, State, or Air National Guard.</i>	If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee	Applicants who have any Adverse Actions or a UIF, must provide supporting documents with the application.  Any further questions regarding the AGR program may be answered in ANGI 36-101
ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered...."		

## APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to [ng.ak.akarng.mbx.hro-agr@mail.mil](mailto:ng.ak.akarng.mbx.hro-agr@mail.mil). Hard copy applications will **NOT** be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration.** Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for. **Per ANGI 36-101, the application package must include at minimum the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness.** Items 1-4 are **required** by the Human Resource Office to determine initial qualifications. All other documents are required by the selecting supervisor. If the required documents are not submitted, a letter of explanation must be included. **Incomplete packages will not be considered.**

1. NGB Form 34-1 Application Form for Active Guard/Reserve (AGR) Position dated 20131111 (<http://dmva.alaska.gov/employment.htm>)
2. CURRENT Records Review RIP available on vMPF (<http://www.afpc.randolph.af.mil/vs>)
3. CURRENT PASSING Report of Individual Fitness from Air Force Fitness Management Systems (AFFMS) or AF Fitness Assessment Scorecard or a signed letter from the Unit Fitness Monitor
4. CURRENT AF Form 422 Notification of Air Force Member's Qualification Status (within 6 months) **OR** World Wide Duty Statement (from the clinic within 30 days)
5. Cover Letter & Resume
6. Last 3 Enlisted Performance Evaluations (If applicable)
7. Letters of Recommendation will be accepted

### EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into **ONE** single PDF  
PDF File Name should be: Position Announcement Number, Last name, First name, Grade

**Example: ANG 16-XX Doe, Jane E1**

Email Subject should be: Position Announcement Number

**Example: ANG 16-XX**

Email Application Package to [ng.ak.akarng.mbx.hro-agr@mail.mil](mailto:ng.ak.akarng.mbx.hro-agr@mail.mil)

### QUESTIONS:

To verify receipt of application, you may call 907-428-6242 DSN 317-384-4242

## REMARKS

Federal law prohibits the use of government postage for submission of applications.

### THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.